

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AO-1233

For: FSA Deputy Administrators and Division Directors
SED's and Directors, All Kansas City FSA Field Offices, and APFO

Civil Rights Training for FSA Employees and Committee Persons

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Notices AO-1195 and AO-1198 reported that the USDA Office of Civil Rights (CR) had identified 8 units of civil rights training that all employees were to receive by the end of FY 2000. Two of the units, Special Emphasis Programs and Prevention of Sexual Harassment, have been presented to FSA employees and committee persons.

In a December 20, 1999 memo, CR announced that they had contracted with the USDA Graduate School (AmeriSchool) to develop web-based courses that provide training on 5 of the remaining units.

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USDA Graduate School

The Graduate School has combined the 5 units into the following 3 modules:

- Equal Employment Opportunity
- Program Delivery
- Outreach and Cultural Diversity.

These 3 courses are available now. The courses are administered on-line by the USDA Graduate School through their web server or in hard copy format from CR.

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Purpose

This notice provides information about the **required** civil rights training.

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Disposal Date	Distribution
January 1, 2001	All FSA Deputy Administrators and National Office Division Directors; All FSA SED's and Directors, All Kansas City FSA Field Offices, and APFO

1 Overview (Continued)

D

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 Details of Training

A

Who Is to Receive Training

CR&SBUS has determined that all:

- full-time employees, STC's, and elected COC members and advisors must receive this training
 - on-board, part-time, and seasonal employees are to receive this training
 - alternate COC members will be trained if they actively serve.
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Method of Training

These 3 modules are available as either of the following:

- on-line, web-based training (WBT)
- hard copy, self-study guides.

If practical, employees and committee members should complete the training on-line. However, if the on-line, web-based approach is impractical or inefficient, then employees and committee members should complete the training using the hard copy.

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WBT

For those offices where it is practical to take the training on-line, WBT will simplify the administrative processes related to conducting and tracking the training.

- Students register and take the course on-line.
 - Recordkeeping as to who has started and who has completed each module will be done electronically by the USDA Graduate School.
 - The Training Officer (referred to by the Graduate School as the Assistant Partner Administrator) for each State Office, as well as APFO, Kansas City Field Offices, and the National Office, will be able to identify who has completed the training electronically.
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2 Details of Training (Continued)

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WBT (Continued)

WBT being provided by the USDA Graduate School requires that Shockwave and FlashPlay plugins be installed on the student's computer according to the following table.

Step	Action
1	To download Shockwave and FlashPlay, go to the following URL address on your browser: http://servicecenter.usda.gov/release .
2	Scroll down the list of Certified Software for the NT Workstations until you come to Shockwave.
3	Click on the "download" word. This will take you to the USDA Graduate School website where you may download the plugins.

Contact your Information Technology (IT) representative as only NT Administrators may download plugins to Common Computing Environment (CCE) NT workstations.

Note: If it is impractical to install the plugins at remote sites, then the hard copy should be used.

WBT may not be practical for those offices where any of the following occur:

- there is insufficient bandwidth
- there are not enough NT Administrators to install the plugins
- access to the web is not available
- the response time is extremely slow.

Note: In these situations, the hard copy should be used.

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2 Details of Training (Continued)

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Hard Copy or Self-Study Guides

Where it is impractical to take the training on-line, hard copy, self-study guides should be used. Contact the lead or Assistant Partner Administrators for copies of the electronic files that contain the hard copy. These will be in PDF format, and the Assistant Partner Administrator may print and distribute as needed.

Tracking who has and has not taken the training will be:

- done using Combined Administrative Management System (CAMS)
- the responsibility of the Training Officer. See subparagraph 3 E for details on how to use CAMS for tracking completion of the training.

E

Alternate Method of Training

Persons with disabilities who require an alternative format to participate in this training should contact Wilma Wyatt or Joe Hoffman according to paragraph 6.

F

SED and Director Responsibilities

All SED's or Directors shall be responsible for the following:

- announcing the modules
 - distributing hard copies as needed
 - tracking completion using CAMS according to subparagraph 3 E.
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3 Course Information

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Delivery of Modules On-line

The modules are now available from the USDA Graduate School AmeriSchool system.

Individual AmeriSchool ID's and passwords for:

- Federal employees, and instructions on how to access the system, have been sent to the Assistant Partner Administrator of each State Office, APFO, Kansas City Office Complex, and the National Office
 - County Office employees and committee persons will be sent as soon as they are received from the Graduate School. FSA's Partner Administrator, Associate Administrator, and Backup Administrator are identified in paragraph 6.
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3 Course Information (Continued)

B

**State Office,
APFO, and
Kansas City
Field Offices
Assistant Partner
Administrators**

The Training Officer, or the person specified by SED or Director in each State Office, and at Kansas City Field Offices and APFO, will be the:

- Assistant Partner Administrator
- contact for the FSA Partner Administrator on civil rights training in their office.

For WBT, the Assistant Partner Administrator shall:

- distribute passwords and monitor progress
- access their part of the database compiled by the Graduate School
- identify who has or has not taken the training through the web.

The Assistant Partner Administrator should have Excel database skills as the most likely approach will be for them to:

- download their organizational units from the Graduate School
- compile reports as to who has or has not completed each module from the Graduate School database.

Note: The Graduate School is still developing the procedures to allow access to their database.

For the self-study guides, the Assistant Partner Administrator shall:

- identify who will need the self-study guides
- distribute to employees and committee members
- track completion according to subparagraph 3 E.

If progress in that module is not progressing satisfactorily, then the Assistant Partner Administrator, in conjunction with SED or Director, should act to ensure that the deadline is met. FSA has requested an extension until December 31, 2000.

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**Hard Copy,
Self-study
Guides**

Hard copy, self-study guides will be distributed to employees and committee persons when it is impractical or inefficient to take the training by using the Graduate School web.

Continued on the next page

Notice AO-1233

3 Course Information (Continued)

D

Completing SF-182

SF-182's will not be completed for those taking the training, as CAMS will be used instead. See subparagraph 3 E for details on tracking attendance.

E

Attendance Tracking

For those completing the training by using the Graduate School web, no further action is required by the Assistant Partner Administrators as the Graduate School system automatically tracks completion.

CR requires agencies to track the progress and submit monthly reports. CAMS will be used for this purpose. Use the following procedure to track completion of the civil rights training modules completed by using hard copy.

HRD shall take action according to the following table.

Step	Action
1	Develop a national course and sessions for each module using CAMS.
2	Notify the Assistant Partner Administrators of the name and number of the course.
3	Download from the Graduate School database information on who has completed the training by using the web and enter it into CAMS.
4	Periodically run reports on how many have completed the training, by State or office, and provide this information to CR as required.

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Notice AO-1233

3 Course Information (Continued)

E

Attendance Tracking (Continued)

SED's, Kansas City Field Offices, APFO, and the National Office shall perform either of the following actions for those employees or committee persons completing the training by using the hard copy.

IF an office...	THEN...
is using the CAMS web for training purposes	<ul style="list-style-type: none"> upon completion of a module, employees will request course and session using the web the supervisor will, after verifying that employee has finished the module, approve the request the Training Officer will authorize the enrollment of the employee or committee person.
is not using the CAMS web for training purposes	<ul style="list-style-type: none"> each employee, upon completion of all 3 modules, will: <ul style="list-style-type: none"> complete the Certification of Completion (Exhibit 1) <p style="text-align: center;">Note: Reproduce from this notice.</p> submit it to their supervisor the supervisor will then submit the certifications to their respective Training Officer or Assistant Partner Administrator Training Officers, or Assistant Partner Administrators, will enter into CAMS the ID number of each individual completing the training, by module, using the Course Session Enrollment Panel of Training Administration.

All Assistant Partner Administrators or Training Officers will take action according to the following table.

Step	Action
1	Periodically run Query Reports on how many have completed the training for their respective organizational units.
2	Encourage those who have not completed the training to do so.

4 Training Materials

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Self-study Training Guides

Electronic files of the hard copy self-study guides have been sent to the Assistant Partner Administrators. These files may be sent to County Offices and printed as needed. The National Office will post the electronic files to the FSA web for downloading by individuals. Information on the web address will be provided separately.

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Course Evaluation Form

For those completing the training by using the web, the course evaluation form is found at <http://trainingeval.cr.usda.gov/>.

For those completing the training by using hard copy, the evaluation form is included as a separate file. The completed form should be sent to the Partner Administrator identified in paragraph 6. Those who use the hard copy approach may complete the on-line version of the evaluation if they so desire.

5 Action

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Action Requested

Assistant Partner Administrators shall do the following:

Step	Action
1	Notify all staff and committee members that they the need to complete the training, either by using the web or hard copy; FSA has requested an extension of the deadline date for completing the training to December 31, 2000.
2	Distribute information on how to take the training if taking it by web, or distribute hard copy either using paper or in electronic format.
3	Track attendance according to subparagraph 3 E.
4	Send hard copy evaluation forms for training completed to the Partner Administrator or the Backup Partner Administrator identified in paragraph 6.

Notice AO-1233

6 Contacts

A Questions About Course Content, Civil Rights Issues, or Training

Use the following table to determine the appropriate contact for any questions.

Question	Contact	
Content of course or civil rights issues	FSA, Civil Rights and Small Business Utilization Staff, at 202-401-7220.	
Lead Partner Administrator	Joe Hoffman HRD, TDB	202-418-9048 202-418-9107 (TDD/TTY) joe_hoffman@wdc.fsa.usda.gov (e-mail)
Backup Partner Administrator	Wilma Wyatt HRD, TDB	202-418-9055 202-418-9107 (TDD/TTY) wilma_wyatt@wdc.fsa.usda.gov (e-mail)
Associate Partner Administrator	Mondina Jolley, CR&SBUS	202-401-7178 mondina_jolley@wdc.fsa.usda.gov

B Addresses

Mail or ship the hard copy evaluation forms to the attention of Wilma Wyatt at either of the following addresses.

Mailing Address	Shipping - Street Address
USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0574	USDA, FSA, HRD, TDB Suite 303 2101 L St. NW Washington, DC 20037

Certification of Completion

To be used only by those completing the training by using hard copy and in those States and offices not using CAMS web pages for employee course requests.

Note: This page may be modified by Training Officers or Assistant Partner Administrators as appropriate.

To: USDA/FSA/
ATTN:

Subject: Certification of Completion of Civil Rights Training on Equal Employment Opportunity, Cultural Diversity, and Nondiscrimination in Program Delivery and Services

This form is to be used by those who complete the subject training by using hard copy. Those who complete the training by using the USDA Graduate School website do not need to complete this form, as the web system automatically records when you complete the training. In those States where the CAMS web pages are used for class registration, employees will also need to request the modules by using the CAMS web.

I certify that I have completed the 3 subject civil rights training modules.

I understand that it is my responsibility to read, become familiar with, and abide by all applicable Federal laws and FFAS and USDA civil rights regulations.

Employee's Name (Print or Type)

Employee's Signature and Date Completed

Employee's Office Mailing Address:

Employee's Telephone Number:

Note: Return Certification of Completion form to immediate supervisor. Supervisor shall notify appropriate training office by e-mail with list of employees who have completed training.